Job Title: Human Resources Business Partner

Department: Human Resources

Immediate

Supervisor: Organizational Strategy Manager

Origination Date:	07/07/2006
Revision Date:	07/01/2012
Job Grade	606
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Position serves as initial and primary point of contact to provide a wide variety of professional level assistance in all aspects of human resources including employment services, employee development, employee relations, benefits and/or other related human resources areas in support of one or more city departments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	S	Manages the recruitment and hiring processes from beginning to end by assisting with the development or modification of job descriptions, consulting with the departments on their needs, answering legal questions related to recruitment, reviewing interview questions, preparing job announcements and advertising for the positions, creating scoring plans to review applications for minimum qualifications, conducting interviews, maintaining records of each recruitment, scheduling and conducting applicant testing, creating offer letters for all new hires, and conducting a mini orientation to go over the offer letter and new hire paperwork. Provides training regarding the recruitment and hiring process.
2	S	Tracks and analyzes recruitment and applicant data, and creates recruitment-related reports to present to the City. Maintains databases, retrieves data, and designs reports based on the City reporting needs. Evaluates external and internal employment processes and provides technical assistance to ensure compliance with related Federal, State, and local regulations. Provides training regarding the recruitment and hiring process.
3	S	Provides direction to department managers, supervisors, and employees regarding compensation issues, policy interpretation, and performance issues.
4	S	Interprets personnel policies and procedures. Advises departments on personnel issues based on rules and regulations related to City of Goodyear policies and administrative guidelines, Americans with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, Age Discrimination in Employments Act, and other employment related laws and statutes. Maintains in depth knowledge of legal requirements related to day-to-day management of employees.
5	S	Participates in the union negotiation process.
6	S	Responds to, and assists, employees with benefit related questions and concerns.

	Physical Strength Code	ESSENTIAL FUNCTIONS
7	S	Conducts meetings with assigned departments. Works closely with management and employees to improve working relationships, build morale, increase productivity, and meet City busness needs.
8	S	Analyzes trends and metrics in partnership with City "HR Group."
9	S	Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.
10	S	Provides guidance, input and support on business unit restructures, workforce planning, and succession planning. Helps identify department training needs and individual coaching needs. Participates in evaluation and monitoring of success of training grograms. Provides follow-up to ensure training program effectiveness.
11	S	Assists in the development and implementation of goals, objectives, policies, and procedures of the Human Resources Department. Attends and participates in professional group meetings, and stays abreast of new trends and innovations in the field of human resource management.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read legal documents, general correspondence, memorandums, and reports at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as college level math used to conduct payroll calculations, estimate budgets, and calculate test scores and ranking.
Writing	Work requires the ability to write general and technical correspondence, memorandums, letters, and reports at a college level.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Budget Responsibility	Has no budgetary responsibility.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

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Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R 図 O □ F □ C	✓ Making presentations ✓ Observing work site ✓ Observing work duties ✓ Communicating with co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☑ File drawers☐ Equipment☑ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	Stairs Ladders Step stools Onto equipment
Walking	□ N ⊠R □ O □ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑Driving	Bending	□ N ⊠R □ O □ F □ C	☒ Filing in lower drawers☒Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N ⊠R □ O □ F □ C	☑ For supplies ☑ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)							
Machines, Tools, Equipmen		· Aide:						
Telephone, fax machine, copier, calcula								
Telephone, fax machine, copier, calcula	nor, venicie, on	ice supplies						
Computer Equipment and S	Software:							
Personal computer, printer, label maker	, projector, MS	Office software	e, H.T.E. softv	vare, Lotus No	tes, Int	ernet		
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature				r er ivio	11111	rei wee	-K	
(heat, cold, extreme temp. changes f	rom outside	X						
work) Wetness and/or humidity								
(bodily discomfort from moisture)		X						
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	×						
Noise and vibration		×						
(sufficient to cause hearing loss)			Ш			Ш		Ш
Physical hazards (high voltage, dangerous machinery prisoners, patients – <u>not customers</u>)	, aggressive	X						
		•		-		•		
Health and Safety Condition Health and Safety Conditions	N = Never	R = Rarel	v 0-0	Occasionally	F -	Frequently	C -	Constantly
Ticatiff and Safety Conditions	Never	Less than	•	or more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek t	he time	of	the time		the time
Mechanical hazards	×							
Chemical hazards	×							
Electrical hazards	×							
Fire hazards	×							
Explosives	X							
Communicable diseases	X							
Physical danger or abuse Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)			1			J		
Protective Equipment Requ	ired:							

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment			×	
Other (Describe below.)				X

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.